

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

**Policy name:** State of Illinois Child of Employee Tuition Waiver Policy

Policy Owner: Division of Enrollment and Retention Management

Responsible Official: Vice Chancellor for Enrollment and Retention Management

Approved by: Chancellor

Originally Approved: 09/19/2023

Targeted Review Date: 09/19/2026

Contact: Vickie Cook

**Issue Statement:**

The policy currently in place at UIS related to the State of Illinois Child of Employee Tuition Waiver program needs to be reviewed, as it does not address how the waiver is to be handled if the eligible parent passes away. So as not to add additional stress to the student of a deceased eligible employee during a very difficult time, a policy change is requested beginning with the 2023-2024 Academic Year to provide these students with a comparable waiver throughout their established terms of eligibility. This change in how the University implements this discretionary waiver is allowed under Illinois Administrative Code 1075.500.

**Policy:**

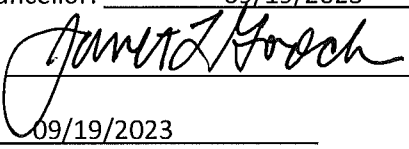
Beginning with the 2023-2024 Academic Year, any UIS student currently enrolled who is receiving the Child of Employee (COE) 50 percent waiver and loses their eligible parent will continue to be provided a 50 percent tuition waiver throughout their established terms of eligibility. This extension is available to any UIS student who is currently attending regardless of which state institution their identified parent was employed. The Child of Deceased Employee waiver will continue to follow all COE Policy Guidelines found at <https://www.hr.uillinois.edu/benefits/tuitionwaivers/child-uofi>.

**Procedure:**

- Employees must contact UIS Human Resources to apply for the waiver and can file using the System Human Resource Services website. This is required each academic year.
- The usage of waivers at other universities is tracked "on the honor system." The benefit utilization record (BUR) must be turned in every academic year. It is a self-reporting of the usage of the waiver. The BUR form is located on the same page as the application. It is also posted on the Financial Aid forms page on the UIS website.

Date approval recommended by Chancellor's Cabinet: 09/19/2023

Date approved by Chancellor: 09/19/2023

Chancellor signature: 

Effective date: 09/19/2023